

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 13 June 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 5-12 June 1956

25 YEAR RE-REVIEW

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2. [] reviewed the materials being used in Operations Support and indicated he was quite interested in joining this staff provided necessary arrangements can be made. He will discuss his release with the Chief this week.

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3. [] discussed logistical field problems with case officers in NEA and WE and has appointments arranged with SE. This is being done as background in relationship to the case officer logistics handbook that [] has in the draft stage. This material will also be used in various lectures.

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4. [] of Security requested certain of our training aids to assist them in presenting a security dispatch course. I suggested that we would be very glad to provide this instruction for them and that there was room for any number they wish to send to audit the dispatch lecture on Thursday, 14 June. He indicated that

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[] who had previously audited a dispatch lecture here, would conduct their course. In further conversation, [] said that their interest in dispatches at this time was because of increased Security Office activity in overseas correspondence. The cable refreshers had helped them a great deal and they now wanted to complete the picture by reviewing dispatches in the same manner. In view of this development, I am going to discuss with [] the possibility of having [] run a series of dispatch refreshers similar to those presented by [] on cables. The tailoring of the cable courses to each office was very well received and could easily be adapted to the dispatch coverage.

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5. [] reported for duty on Monday and is taking the last three weeks of Operations Support.

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